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Library Trustee Minutes 4/13/10

Robbins Library Board of Trustees Minutes of the Meeting April 13, 2010

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:25 p.m. Attending were trustees, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, and Joyce Radochia. Absent were Heather Calvin and Frank Murphy. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Muldoon, with a second by Ms. Gandek-Tighe, the board approved the minutes of the meeting of March 9, 2010.

Communications

The Association of Library Trustees, Advocates, Friends and Foundations of the American Library Association (ALA) sent an invitation for the Board of Trustees to join as an affiliate. Ms. Loud will do some research on the meaning of affiliation.

Northwest Life has a featured article on the Robbins Library architecture.

Community Time

No members of the community were present.

Budget Update

Ms. Loud gave a brief budget update. Instead of a \$100,000 budget cut, the library is now scheduled for a \$25,817 cut. The materials budget and the page budget will be fully funded. The Fox budget cut will be reduced by about half. The assistant director and branch librarian re-organization remains as a budgeted loss.

Director's Report

Trustees read the March Director's Report.

The Trustees discussed the Marketing Committee. Ms. Muldoon suggested inquiring to the Harvard Business School for an alumnus volunteer.

Ms. Loud explained the circulation statistics anomalies were mostly based upon the audio-visual collection.

Ms. Loud requested the trustees review a memo authorizing the transfer of funds from an old Sunday Trust Fund account into the current Sunday Trust Fund account. The trustees signed the memo to authorize the transfer.

Two organizations received funding from the Arlington Cultural Council in partnership with the library. The library was also awarded a grant for an intergenerational oral history project.

Trust Fund Expenditure Report

Ms. Muldoon explained reviewed staff expenditures to date from restricted and unrestricted trust funds. Ms. Loud explained that staff members are working hard at purchasing materials through the end of the year.

Ms. Gandek-Tighe suggested looking into hiring someone part-time to handle fundraising data and fund the work via fundraising trust fund monies.

Russell Fund Expenditure Report and FY2011 Funding

Ms. Loud reported that the Russell Fund is currently 84% spent as allocated for FY'10. Ms. Muldoon reported that 4% rate of return for the Russell Fund allocation would be roughly \$30,000 for next fiscal year.

Fundraising

Ms. Gandek-Tighe and Ms. Loud reported about the fundraising sub-committee. The Sunday Campaign is the next main focus. The trustees discussed the posters and the potential for bookmark distribution.

The library foundation is currently being revived and restructured.

The Trustees are asking the Friends of Robbins to coordinate the timing of the Friends annual renewal membership and the Trustees Sunday campaign.

Long Range Plan Executive Summary and Annual Report Flyer

Ms. Loud passed around a brochure of the Long Range Plan Executive Summary for review. Ms. Gandek-Tighe suggested some design changes to the back page. Some words were also edited in the main content spread.

The trustees decided to only go forward with the Long Range Plan Executive Summary and not to create the Annual Report Flyer. Ms. Gandek-Tight made a motion to purchase 1000 copies and Ms. Kennedy-Pfister seconded the motion. The motion passed unanimously.

Policy Review

Ms. Loud discussed the proposed changes to the following policies: Study Rooms, Tutors, Phone, and Customer Service.

Ms. Gandek-Tight made a motion to adopt the Study Room policy as proposed. Ms. Radochia seconded the motion. The motion passed unanimously.

During the Tutor Policy discussion, the board noted a potential conflict with the newly adopted Study Room Policy. Therefore, the Board decided to review and vote on both policies at a later date. The previous motion regarding the Study Room Policy was rescinded by the trustees by a unanimous vote.

Ms. Kennedy-Pfister made a motion and Ms. Muldoon seconded the motion to adopt the Phone policy as proposed. The motion passed unanimously.

Ms Gandek-Tight made a motion and Ms Radochia seconded the motion to adopt the customer service policy as

proposed. The motion passed unanimously

Friends of Robbins Update

At the previous meeting, John Gearin proposed seeking advisors for various projects including fundraising.

The Friends raised around \$1700 from the recent children's book sale.

Arlington Community Network (ACN)

Ms. Loud handed out brochures from Arlington Community Network. The trustees still are interested in the meaning of partnership and who are currently partners.

Other

Ms. Loud presented a proposed change in fee/fine structure. The proposed structure was discussed. Ms Radochia made a motion and Ms Gandek-Tight seconded to adopt the new fine/fee structure as proposed. The motion passed unanimously.

Date of Next Meeting

The next meeting will be May 11, 2010.

Adjournment

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Susan Priver
Assistant Director